



**SUPERIOR COURT OF CALIFORNIA,
COUNTY OF NEVADA**

**REQUEST FOR PROPOSALS
(Non-IT Services)**

RFP NUMBER SP-2022-0025

CLASSIFICATION AND COMPENSATION STUDY SERVICES

A. BACKGROUND / PURPOSE

The Superior Court of California, County of Nevada (“Court”) is requesting proposals from well-qualified Proposers to provide classification and compensation study services. Interested and qualified Proposers who can demonstrate their ability to successfully provide the services described in this Request for Proposal (“RFP”) are invited to submit a proposal.

This is a fully electronic RFP process. All proposals must be submitted electronically on the Court’s Online Procurement Website at www.BidSync.com (“Periscope S2G”). See the attached *Court Online Procurement Procedures* document for further information.

Proposers may submit proposals to perform:

- Classification Study Services; or,
- Compensation Study Services, or,
- Both Classification and Compensation Study Services.

B. DESCRIPTION OF GOODS AND/OR SERVICES NEEDED

The Court seeks classification and compensation study services meeting the requirements set forth in the Statement of Work.

C. RFP TIME-LINE

The Court has developed the following list of key events related to this RFP. The listed dates are not binding upon the Court and subject to change at the discretion of the Court. Changes to the listed dates will be posted on Periscope S2G or on the Court’s website.

EVENT	DATE
RFP Issued	See Periscope S2G for exact date
Pre-Bid Conference	See Periscope S2G for exact date(s)
Deadline for Submission of Questions	See Periscope S2G for exact date
Proposal Due Date (Late proposals will not be accepted by the Court)	See Periscope S2G for exact date
Proposal Evaluations Process	Month of August, 2022 (estimated)
Notice of Intent to Award	Month of August, 2022 (estimated)
Project Target Start Date	Month of September, 2022 (estimated)

D. RFP PACKET ATTACHMENTS

1. **Statement of Work**

Describes in detail the specific services for which proposals are being solicited. Once a contractor has been selected, the Statement of Work will become part of the final Agreement.

2. **Court Online Procurement Procedures**

These rules and procedures govern this solicitation and should be read carefully by Proposer.

3. **Terms and Conditions**

Proposers are encouraged to carefully review the *Model Agreement*, which includes the Court's *Standard Business Terms and Conditions*. Please note that the language may be subject to change. Proposers are not required to sign the *Model Agreement* at this time. The contractor selected to provide services as a result of this RFP process will be required to sign the final version of the *Model Agreement* upon completion of the negotiation process.

Any proposed exceptions/modifications to the Model Agreement must be submitted on a red-line version of the Model Agreement with comments to substantiate each proposed exception/modification.

4. **Required Forms**

All forms posted on Periscope S2G must be completed and submitted electronically on Periscope S2G. The completed forms will become part of Proposer's proposal.

5. **Incorporated Documents**

The following documents are incorporated in this RFP Packet by reference only and are available on the internet:

DVBE Rules and Procedures:

<http://www.lacourt.org/SPS/UI/ViewDoc.aspx?sid=6&did=641>

E. MINIMUM REQUIREMENTS

Proposer must meet the minimum requirements listed below. Failure to comply with any one of the minimum requirements may be cause for disqualifying a proposal from further consideration. The Court may, in its discretion, waive minor deviations or defects. Only those proposals that are deemed as meeting the minimum requirements may be considered for a full evaluation and a possible contract award.

1. **Proposal Submission Deadline.** The proposal must be submitted on Periscope S2G on or before the Proposal Due Date. The Court will not accept proposals submitted by email, unless otherwise specified.
2. **Experience and Capability.** Proposer must have at least five (5) consecutive years documented experience in providing services similar to the ones being solicited, as described in this RFP. Such experience shall be documented by completing the *Vendor Information Questionnaire* on Periscope S2G.

3. **Estimated Date of Project Completion.** Proposers must state their good faith estimated date of completion of the services set forth in the Statement of Work conspicuously within their submitted proposal. Please note the Court requires all services be completed by January 1, 2023.
4. **Insurance.**

The selected contractor must procure and maintain the insurance coverages as indicated below. The Court *Standard Business Terms and Conditions 1.0* describes the Court's specific insurance requirements.

 - ☒ *Standard Business Terms and Conditions 1.0*, Section 19.2 Insurance Requirements – Specific Coverages
 - ☒ Workers Compensation/Employer's Liability
 - ☒ Commercial General Liability
 - ☒ Business Automobile Liability
5. **Business License and Certifications.** Upon request of the Court, Proposer must submit copies of any current business licenses, professional licenses, certificates or other credentials required by the nature of the contract work to be performed by Proposer.
6. **Required Forms.** Proposer must complete and submit all Required Forms as directed.

F. TECHNICAL PROPOSAL

In preparing its proposal, Proposer should do so in its own words and take care not to simply copy the language in the RFP. Specific information is requested from all Proposers to ensure that the proposals can be fairly compared in a standard manner. Only that information which is contained in the proposal will be evaluated. Incomplete or inaccurate information may result in disqualification of the proposal.

1. **Executive Summary.** Provide an Executive Summary of your proposal. The Executive Summary should be a high-level, general overview of how Proposer intends to accomplish the requirements of this RFP. The Executive Summary should demonstrate the Proposer's understanding of the requirements. The Executive Summary must also address how Proposer meets the minimum requirements.
2. **Work Plan for Providing the Requested Services.** Provide a detailed Work Plan, which must include a proposed method for completing the work set forth in the Statement of Work.
3. **Staff Qualifications.** For each key staff member provide a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities.
4. **Business License and Certification.** Proposer must submit a copy of all business or professional licenses or certificates required by the nature of the services to be performed and held by Proposer (i.e. California State Board of Equalization Seller's Permit and Business License).
5. **Required Forms.** Proposer shall complete and submit all Required Forms posted on Periscope S2G where indicated on Periscope S2G.

G. COST PROPOSAL

1. Proposer shall submit on Periscope S2G, where indicated, its pricing for the services described in the Statement of Work.
2. In calculating pricing to be offered, Proposers are cautioned to include all costs associated with providing the service.

H. EVALUATION OF PROPOSALS

1. The Court shall evaluate the proposals using the criteria set forth in the table below. An award, if any, will ultimately be made to the highest scoring proposal.
2. If a contract will be awarded, an Intent to Award Notification will be posted on the Court's website at

<https://www.nevada.courts.ca.gov/general-information/procurement>

EVALUATION CRITERIA	PERCENT WEIGHTED
Experience on Similar Assignments	20%
Proposed Timeline	15%
Quality of Work Plan Submitted	25%
Cost	40%

I. ADDITIONAL PROVISIONS

1. **Cooperative Agreement ("Piggybacking").** Following discussion and consideration by the Court and the successful bidder/proposer, the "piggybacking clause," provided in the *Model Agreement*, may be included in the final form of the Agreement if mutually desired.
2. **Disabled Veteran Business Enterprise ("DVBE") Preference.**
 - a. The Court has established rules and procedures for its DVBE program. Qualified Proposers wishing to claim the DVBE incentive should refer to the *DVBE Rules and Procedures* for further information. The Court's *DVBE Rules and Procedures* can be located at the following website:
<http://www.lacourt.org/SPS/UI/ViewDoc.aspx?sid=6&did=641>
 - b. A Proposer will receive the DVBE incentive if, in the Court's sole discretion, Proposer has met all applicable requirements. If Proposer receives the DVBE incentive, the final score of its proposal will be increased (for evaluation purposes only) by an amount equal to 3% of the highest scoring proposal.
3. **Multiple Awards.** The Court reserves the right, but is under no obligation, to award multiple contracts to more than one vendor under this RFP. If multiple awards are made, the Court will not be obligated to procure any minimum amount of Work under such contracts executed under this RFP.

ATTACHMENT A – STATEMENT OF WORK (SOW)

- 1.1 The Court seeks the services of a Consultant with expertise and experience in the public sector to conduct a comprehensive, court-wide classification and compensation study. The Consultant is expected to understand the general business environment and procedures of the Court, as well as the future trends in comparable organizations or industries. The desired outcomes are as follows:
 - a. The Consultant will review the current classification specifications to ensure appropriate alignment with business needs and recommend changes to the classification specifications. This may include revising existing classification specifications and/or drafting new classifications specifications.
 - b. Once the job analyses and classification recommendations are completed, the Consultant will conduct a comprehensive review of the compensation ranges to ensure both external competitiveness and internal equity.
 - c. Consultant shall use the comparator courts and public agencies agreed upon by the Court and labor union in its study of, and recommendations for, salary ranges of base pay for each classification, along with a proposed rationale or strategy for placing individual positions within a salary range.
 - d. The Consultant will also provide total compensation statements for each position.
- 1.2 Communication
 - a. The Consultant will facilitate an initial meeting to plan the implementation strategy with the CEO, the Court's administrative team and labor union to discuss data collection methods, project plan, timeline, and deadlines.
 - b. The Consultant will provide bi-weekly status updates to the CEO and the Court's administrative team via email or conference call, as requested by the Court.
- 1.3 Classification Study
 - a. The Consultant will perform job analyses on twenty-four (24) classifications and survey via a written position description questionnaire from approximately fifty (50) incumbents, which outlines the essential duties performed and the percent of time allocated to each of those duties. The questionnaires will encompass all information required to:
 - i. Accurately assess the current roles and responsibilities of the incumbents in each classification;
 - ii. Comply with the Americans with Disabilities Act (ADA); and
 - iii. Make appropriate classification and compensation recommendations.
 - b. The Consultant will collect written feedback on each position description questionnaire from the incumbent's supervisor.
 - c. The Consultant will conduct follow-up interviews as necessary to clarify the information collected.

- d. The Consultant will analyze the information collected in the questionnaires, supervisor's feedback, and interviews to determine whether or not each incumbent is appropriately classified.
- e. The Consultant will determine whether the duties performed by each incumbent are within the scope of the assigned classification.
- f. The Consultant will review all existing Court classifications associated with each phase of the study and recommend a classification structure that aligns with current Court business needs. This will include the amendment of existing classifications and/or creating new classifications as necessary. New or updated class description(s) shall follow the approved Court format and submitted in electronic copy. In general, Court class specifications include; Definition, Class Characteristics, Essential Functions, Minimum Qualifications, Knowledge and Abilities, Physical Requirements and Licenses.
- g. The Consultant will identify appropriate career paths for related classifications within the Court structure.
- h. The Consultant will analyze the existing reporting structure and identify problem areas.
- i. The Consultant will propose a revised reporting structure and recommend methods for implementation.

1.4 Report of Findings – Classification

- a. The Consultant will prepare a preliminary report of all classification findings and recommendations including amending and/or drafting new classification specifications as needed by the Court.
- b. The Consultant will facilitate meeting(s) with the CEO and the Court's administrative team to discuss the classification findings.

1.5 Compensation Review

- a. The Consultant will conduct a comprehensive compensation review of twenty-six (26) classifications (including two classifications not included in the classification study) in addition to any newly created classifications, using the comparator courts and public agencies agreed upon by the Court and labor union.
- b. The Consultant will review and analyze the current compensation structure and identify problem areas.
- c. The Consultant will complete an internal salary relationship analysis, including the development of appropriate internal relationship guidelines.
- d. The Consultant will recommend a salary range for every classification reviewed and any newly created classifications, including recommendations on appropriate range spread and overlap.

1.6 Report of Findings

- a. The Consultant will prepare a draft report of all compensation findings and recommendations.
- b. The Consultant will facilitate a meeting with the CEO and the Court's administrative team to discuss the draft compensation findings and recommendations.
- c. The Consultant will prepare a final report to include all findings and recommendations for each phase of the study.

1.7 Project Completion

The Court requires all services completed by January 1, 2023.